

Message

From: Ex. 6 Personal Privacy (PP)

Sent: 5/19/2020 1:01:14 PM

To: Ex. 6 Personal Privacy (PP)

Subject: RE: Notes from the RAD Backlog meeting

Sensitivity: Private

I would start by looking at the Backlog tracker spreadsheet on CBI side. You should be able to see which reports have been completed and which discipline it is with. Otherwise, I don't think we really have a good way to check on the status of a case. Maybe we can discuss this at the team meeting as something that we can combine with item number 3 in the list below.

From: Ex. 6 Personal Privacy (PP)

Sent: Tuesday, May 19, 2020 8:47 AM

To: Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Subject: RE: Notes from the RAD Backlog meeting

Importance: High

Sensitivity: Private

Hi Ex. 6 Personal Privacy (PP)

What is the best way to check with RAD back log team about the status of some cases that they were assigned but have not finished yet?. These cases were hair on fire, low hanging fruit and the submitter are impatient.

Thank you

<<< PLEASE DO NOT TRANSMIT ANY INFORMATION >>>

<<< CONSIDERED CBI TO THIS EMAIL ADDRESS >>>

Ex. 6 Personal Privacy (PP)

U.S. EPA, Office of Pollution Prevention and Toxics

Chemical Control Division

New Chemicals Management Branch,

WJC-East, Ex. 6 Personal Privacy (PP) Mail Code: 7405M

Ex. 6 Personal Privacy (PP)

From: Ex. 6 Personal Privacy (PP)

Sent: Tuesday, May 19, 2020 8:11 AM

To: Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

**Subject:** Notes from the RAD Backlog meeting

**Sensitivity:** Private

Notes from the RAD backlog meeting. Please see items 2 and 3 which refer to us. We can discuss at the backlog meeting.

Thanks,

Ex. 6 Personal Privacy (PP)

Action Items and notes—05/18 meeting

1. Engineering work
  - a. Meeting with engineers (Ex. 6 Personal Privacy (PP)) to optimize engineering work in light of new information that is coming to EPA (see below for further details on coordination)—meeting scheduled for 5/19
2. Coordination of “awaiting submitter’s information” cases
  - a. RAD backlog team would like to get a heads up from the CCD backlog team on the information that is coming to RAD for case work. This will help the RAD team to plan work and work resource issues with RAD management.
    - i. What are the cases that CCD is expecting information based on the phone calls made by Ex. 6 Personal Privacy (PP) and Lynn Dekleva? (we have a list, but this is getting into the timeline of submission of case information to RAD—presuming by batches as the calls are placed and information is submitted to EPA).
    - ii. When will the case-specific information arrive to EPA?
    - iii. What information will come to EPA (e.g., engineering, eco, HH hazard)? (note this information should be reflected in the PM comments in NCR)
3. Case prioritization
  - a. CCD representatives (Ex. 6 Personal Privacy (PP)) will discuss with CCD backlog team how to better determine weekly case priorities based on cases under management’s radar (e.g., cases for deep dive meetings, hair on fire), SNURs, incoming information coming from submitters, etc. This is an area of continuous dialogue between CCD and RAD backlog teams to achieve better clarity on case prioritization and reduce backlog.
4. Improvements to the reliability of information in the backlog tracking sheet
  - a. It is important that RAD assessors and CCD PMs keep updating the backlog tracking spreadsheet. Ex. 6 Personal Privacy (PP) and Ex. 6 Personal Privacy (PP) are using the spreadsheet to manage the project.
  - b. Ex. 6 Personal Privacy (PP) will continue with rotational work to update the NCR information in the backlog spreading sheet to reflect the latest case information from the CCD PMs.
  - c. NEW PROCESS to improve data fidelity issues and reporting to management
    - i. Team members are requested to update status of the cases by EOB Tuesday for their respective assigned cases, including descriptive status update in column AU for the cases which are in progress or waiting.
    - ii. Ex. 6 Personal Privacy (PP) will review information and ensure that status of the cases in Ex. 6 Personal Privacy (PP) priority list are populated / updated in the tracker by EOB Wednesday, for weekly reporting to upper management (Thursday meeting, 2 pm).

Let me know if you have questions.

Ex. 6 Personal Privacy (PP)

US EPA/OPPT/RAD

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